



This checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application or “NA” for items that are not applicable to this application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

Y N NA

- Signed Application
- Complete Application Checklist (This Form)
- Plan Review Fee Payment, if applicable
- Two identical sets of legible construction plans, if applicable

All Required Additional Approvals

Y N NA

- Approved Part 2 Certificate of Appropriateness (COA) if applicable. (Required if located in a designated historic district. Contact the MPC at 912-651-1440 for additional information.)
- Sewer Lateral Sever & Cap** at property line if applicable. Requires a separate Plumbing Permit. *(For full demolition of a structure, a Georgia licensed plumber must cap the sewer lateral. The plumber must sever the lateral and then call for an inspection from Development Services at (912) 651-6530. To coordinate the collection of the water meter, the plumber is required to contact the Water Department at (912) 651-6593.)*
- Tree Protection Requirements, if applicable *(Contact Greenscapes at (912) 651-6610 to review tree protection procedures.)*
- Rodent Certification, if applicable *(Required for full demolition of a structure, not interior demolitions. Obtain a certification from a licensed exterminator indicating rodent extermination services have been initiated at least two weeks prior to the planned demolition.)*
- Written notification to the Georgia Environmental Protection Division (EPD) 10 days prior to demolition
- Georgia Soil and Water Conservation Commission approval, if applicable *(Required if disturbed area is 1 acre or more, if the project is located within 200 feet of State Waters, or if the project is part of a larger common plan of development.)*
- For buildings over 40 years old, proper documentation through Municipal Archives

Please note: Supplemental information may be required during plan review to address deficiencies.

STATEMENT OF APPLICATION COMPLETENESS:

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

Signature

Printed Name

Date